



City of Chicago  
Department of Procurement Services  
August & September 2015 Workshop Schedule

DPS offers 15 free workshops presented quarterly, to educate citizens and business owners about the fundamentals of procurement and the latest developments in procurement and certification.

For more information and to register for workshops go to [www.cityofchicago.org/dpsevents](http://www.cityofchicago.org/dpsevents)

### **DPS Incentive Overview: Getting the Most From you Bids**

**August 12, 2015**  
**2:30pm to 3:30pm**  
**City Hall, 121 N. LaSalle, 1st Flr. Room 103**

This workshop will discuss all of the ordinances that have been established regarding contracting with the City of Chicago, and offer an opportunity for individuals to ask questions. Come learn about how DPS incentives and ordinances can help you do business with the City of Chicago. Learn about Veteran/Small Business Joint Venture Bid Incentive, the Diversity Credit Program, Small Business Initiative, and Chicago First Local Business Bidding Preference, and many more.

### **Meet the Department of Procurement Services**

**August 19, 2015**  
**2:30pm to 3:30pm**  
**City Hall, 121 N. LaSalle, 1st Flr. Room 103**

Do you have questions about how to become a successful bidder on City of Chicago contracting opportunities? Do you have questions about contract and bid specification language? Come and ask your questions to the City's Procurement staff. You will be able to speak directly to Procurement staff that is eager to assist you in learning about the City's procurement process.

### **How to Become Certified**

**August 26, 2015**  
**September 30, 2015**  
**2:00pm to 3:00pm**  
**City Hall, 121 N. LaSalle, 1st Flr. Room 103**

This workshop will provide information on who is qualified to be certified as a Minority/Women-Owned Business Enterprise. Find out what documents are needed when submitting an application and how to avoid the most common mistakes.

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## Doing Business with the City of Chicago

**August 26, 2015**

**September 30, 2025**

**3:15pm to 4:15pm**

**City Hall, 121 N. LaSalle, 1st Flr. Room 103**

This workshop is designed to outline the role and responsibility of the Department of Procurement Services in the City's purchasing process. Ideal for companies looking to do business with the City of Chicago.

## Compliance Documentation 101

**September 2, 2015**

**2:30pm to 3:30pm**

**City Hall, 121 N. LaSalle, 1<sup>st</sup>. Flr. Room 103**

This workshop will provide vendors with an overview of the City's Minority and Women-Owned Business Enterprise (M/WBE), Equal Employment Opportunity and Chicago Residency Ordinance contracting requirements. Learn documentation and also gain insight on laws, rules and regulations governing compliance.

## Contracting 101: How to Respond to a Request for Proposal (RFP)

**September 9, 2015**

**2:30pm to 3:30pm**

**City Hall, 121 N. LaSalle, 1<sup>st</sup>. Flr. Room 103**

This workshop is designed to teach business owners how to respond to a City of Chicago RFP. Learn what evaluators look for in a RFP and how to avoid common mistakes. Learn helpful tips on how to navigate RFP specifications.

## Introduction to City Bonding Requirements

**September 16, 2015**

**2:30pm to 3:30pm**

**City Hall, 121 N. LaSalle, 1<sup>st</sup>. Flr. Room 103**

Learn valuable information about City required bid, payment, and performance bonds. Professionals will be on hand to discuss the legal basis for the City bonds, the nuts and bolts of compliance and circumstances under which the City might make claims on a bond.

## City of Chicago Procurement Fundamentals

**September 23, 2015**

**2:30pm to 3:30pm**

**City Hall, 121 N. LaSalle, 1<sup>st</sup>. Flr. Room 103**

This workshop teaches vendors about the laws, policies, rules and regulations which govern the procurement process. Attendees will be afforded an opportunity to discuss how these various elements impact the bidding process.

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